

United States Department of Agriculture
Financial Management Professional Development Certification Program
Course Registration

COD Office Use Only:

Confirmation
#: _____

Amt charged to Credit
CardCard \$ _____

Acctg Cd _____

COURSE INFORMATION

PREPARING FEDERAL FINANCIAL STATEMENTS

Training Location: Washington, DC
city, state

Course Start Date: May 17, 2006 Course End Date: May 18, 2006

STUDENT INFORMATION

Student Name: _____ Agency Code: _____

Office Phone: _____ Office Fax: _____

Agency Point of Contact: (POC) (Required) _____

POC E-Mail: (Required) _____

PAYMENT INFORMATION (to be completed by Cardholder)

(Cost will be based upon the total number of students enrolled in session; Credit Card will be charged 1 week prior to start of session)

Credit Card Account No: _____ Exp Date: _____

Card Holder Name: _____

Phone: _____ FAX: _____

Billing Address: _____ City: _____

State: _____ Zip: _____

E-Mail: _____

(Required)

Authorized Card Holder

Signature _____

Cancellation Policy

Scheduled Training Sessions - An agency may cancel a student from a scheduled session up to two weeks before the start of the course. If we receive a cancellation less than 14 Business days prior to the start of the session, the agency will be billed for that student. Substitutions can be made up to the first day of the session.

Agency Requested Sessions - If a training session is scheduled at the request of an agency, the agency will be billed for the number of students agreed upon in the confirmation letter for that session. If an agency wishes to (1) **cancel the entire session** or (2) **increase or decrease the number of students in the session**, notification must be provided to COD 14 business days prior to start of session. If the agency cancels the session less than 14 business days prior to the start of session, the agency will be billed. The agency can make substitutions for the session at its own discretion.

**Return this Form via
FAX (504-426-9782)
14 business days prior to
the start of session. Please
confirm receipt of fax by
contacting Customer
Relations Personnel at
(504) 426-5471**